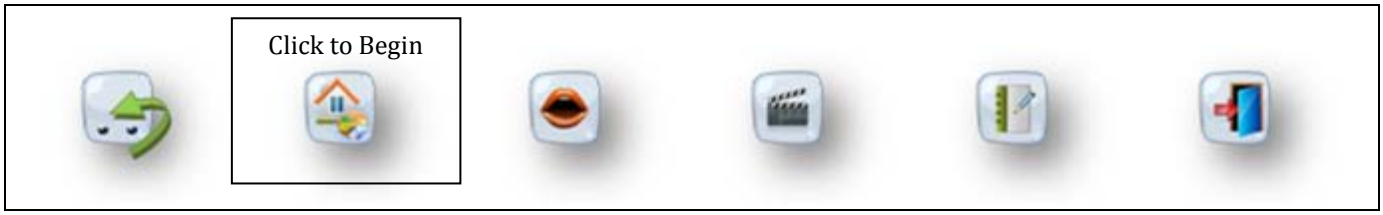
Welcome

You are about to experience a new way to learn Design Era. Have you ever been working on something and just went blank? In the past I have relied on posting to the SEU Group but there were occasions that my hour of need was in the middle of the night. With so many functions and tools to remember I needed a backup plan and I started writing things down and then I put it all together and the **Interactive Manual** was born**.** It's nice that you can have the pdf open behind Design Era while you work and if you need a little help it's got your back, a quick **Alt+tab** and it is ready for you to click and learn about the tool.

The initial level offers the same information that is currently in the Sierra Manual, every effort has been made to keep the information concise cliff notes. The confusing jargon has been replaced with just the facts. Only the information you need in order to get back to working on your design.

- Navigating the IManual is very easy; just click on a topic and then review the information.

At the top of every page you can find additional answers if they are available.



Back	IManual Home	Instruction	Video	Test	Close

- **Back**: This will take you to the parent window for the topic
- **IManual home:** This will take you to the IManual home page.
- **Instruction:** This will take you to a Lesson Page where you can purchase Workbook lessons.
- **Video:** This will take you to a Video Page to view the video.
- **Test:** Test your skills with a test on the Tab functions.
- **Close:** This will close the IManual.pdf

Before you begin click here to review the Installation & Setup section to assure that your work environment is optimized for successful design creation. It will also ensure that your defaults are the same as any lesson you participate in.

You will be returned to the IManual Home page when completed

or

Click on any IManual Home icon to begin exploring.

Create New | Open
File

Stitch Era Universal
Version: 11.03
Serial: 614093
Version Updated
Product & Release

Name: lori lee
Company: lori lee designs
e-mail: llee440@juno.com
Embroidery ABC
Licensed To...

Custom Digitizing Service & more...
e-mail
web site
Authorized dealer

Upgrade to Stitch Era Liberty
Buy Stitch Era

Index

Completed tabs: System / Artwork / Artwork Image/ Artwork Vector

Designs | Images | Motifs | Object Manager | Styles

Basic Learning Resources

User's Manual

Software Manual in PDF file. It requires Adobe Reader.

Video Tutorial 1

This tutorial (without audio) shows an overview of the program use

Lettering

Overview about some Lettering features on Stitch Era Universal

Stitch Editing

Open an embroidery machine file and edit the stitches and properties

Links to Embroidery Software & Services

www.freesierrasoftware.com

Free Sierra Software
Software Solutions by Sierra

www.stitchera.com

Stitch ERA Embroidery Software
Software for small Embroidery Shops

www.embroideryoffice.com

Embroidery Office Software
Professional solutions for embroidery

www.planetembroidery.com

Planet Embroidery Center
Embroidery Services Super Center

Additional Training, Assistance & Troubleshooting

www.embroideryABC.com

Embroidery ABC
Knowledge center for users of SEU

groups.yahoo.com

Stitch Era Universal Yahoo Group
Connect with a World of People

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YouTube SEU for the rest of us
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Sierra
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Stitch Era UNIVERSAL

System

Create New
Open
Blank Design Ctrl+N
Start Wizard

Stitch Era Universal
Version: 11.03
Serial: 614093
Version Updated
& Release

Name: lori lee
Company: lori lee designs
e-mail: llee440@juno.com
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web site
Authorized dealer

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Designs
Images
Motifs
Object Manager
Styles

Basic Learning Resources

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www.freesierrasoftware.com
Free Sierra Software
Software Solutions by Sierra

www.stitchera.com
Stitch ERA Embroidery Software
Software for small Embroidery Shops

www.embroideryoffice.com
Embroidery Office Software
Professional solutions for embroidery

www.planetembroidery.com
Planet Embroidery Center
Embroidery Services Super Center

Additional Training, Assistance & Troubleshooting

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Embroidery ABC
Knowledge center for users of SEU

groups.yahoo.com
Stitch Era Universal Yahoo Group
Connect with a World of People

www.youtube.com
YouTube SEU for the rest of us
Broadcast Yourself

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Upgrade to stitch era Liberty limited offer

Select the tab title to read overview Stitch Era UNIVERSAL Select the Title to return to Main Menu

Artwork | Embroidery | View

Open Image | Capture | Paste Bitmap — Raster
Open File | Get from Application | Paste EMF Vector — Vector
Closed Shapes | Open Shapes | Text | Bezier | FreeHand — Closed Shapes

Design1

Images | Vectors | Embroidery

Designs | Images | Motifs | Object Manager | Styles

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100 %

2.561, 0.356 in Ready to select object

Artwork | Convert | Stitch Era UNIVERSAL

Artwork | Embroidery | View | Image | Layout | To Embroidery

Crop Image | Color Reduction | Edition

Set Size | Set Angle | Mirror/Rotate | Scale & Shape

Transparency: | Properties

Embedded | Linked | Screenprinting | Reference

Reload | Save | File

Design1

Images | Vectors | Embroidery

Designs | Images | Motifs | Object Manager | Styles

142 %

-2.343, 0.168 in | Editing Image

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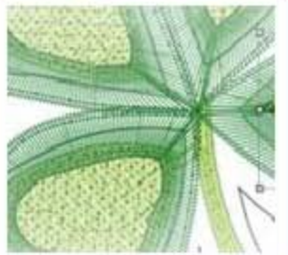

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Stitch Era UNIVERSAL

Artwork | Embroidery | View | Vector

Insert: Closed Shapes | Open Shapes | Text | Bezier | FreeHand
Nodes: Curve | Corner | Symetric
Format: Fill Color | Border Color | Thickness
Reshape: Remove Holes | Split Vectors
Combine: Combine Vectors
Grouping: Group | Ungroup | Ungroup All
Order: Forward & Backward

Design2

Images | Vectors | Embroidery

Designs | Images | Motifs | Object Manager | Styles

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27 %

12.235, 3.286 in | 105868 | 1 | 0 | 33.166 x 12.970 in | Creating Curve Bezier

Stitch Era UNIVERSAL

Area

Artwork | Embroidery | View | Body | Border | Layout

-0.96 | 1.263 — Position (in)

0.253 | 0.256 — Size (in)

Rescale | Rotation Angle | Rotate/Mirror — Scale & Shape

Object to Design | Center of Design — Align

Repetitions — Repetitions

To Vector — Convert

Design1 | loh

Images | Vectors | Embroidery

Designs | Images | Motifs

Object Manager | Styles

201 %

0.101, -2.906 in | 10595 (95) | 7 | 6 | 3.165 x 3.165 in | Editing Area

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Marlow Hobo Allegro
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Stitch Era UNIVERSAL

Artwork | Embroidery | View

More | 100 % | Zoom
Redraw | Colors
Normal | 3D | Setup | Draw Mode
Satellite | Simulation | More Windows
Grid | Setup | Guidelines | Setup | Show Hoop | Reference Tools
To Angle | Release Snaps | To Grid | Snap
Measure | Tools

Design1

Images | Vectors | Embroidery

Designs | Images | Motifs

Object Manager | Styles

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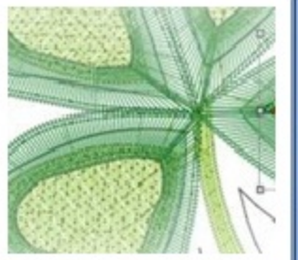

Upgrade to stitch era Liberty limited offer

100 %

-2.170, 1.552 in | Ready to select object

Stitch Era UNIVERSAL

Path

Artwork | Embroidery | View | Border

Path | Column | Uniform Area | Turning Area | Lettering | Monogram | Create Stitches — Insert

By Color | Start/End | Center Design — Finishing Tools

Hoops | Materials | Components — System Libraries

Machine Code - Input | Machine Code - Output — System

Design1

Images | Vectors | Embroidery

Designs | Images | Motifs

Object Manager | Styles

in 9 10 11

376 %

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EXTRAS for your Stitch ERA UNIVERSAL
40 LINE ART
buy now

EXTRAS for your Stitch ERA UNIVERSAL
45 DESIGNS
buy now

Upgrade to stitch era Liberty
Starting at $999

10.327, 0.800 in | 3880 | 1 | 0 | 4.211 x 3.326 in | Inserting Path

Stitch Era UNIVERSAL

Path

Artwork | Embroidery | View | Border

Closed Shapes | Open Shapes | Manual | Autotrace | Auto Complete — Digitizing Methods

Nodes

Entry Point | Exit Point — Elements

25 | 2 — Line Fill

No | None | None — Locks

~Design1

Images | Vectors | Embroidery

Designs | Images | Motifs

Object Manager | Styles

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Sierra

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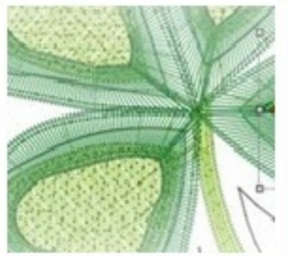

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limited offer

145 %

0.762, -1.092 in | 3657 | 1 | 0 | 5.494 x 3.762 in | Inserting Path

Stitch Era UNIVERSAL

Column

Artwork | Embroidery | View | Body | Border

Nodes | Elements | Column Fill | Compensation | Locks | Stitches Effects

Entry Point
Exit Point
Emboss Line
4.8
No Underlay
No pull comp.
No short stitch
No
None
None
Random
Variable Density

Design2

Images | Vectors | Embroidery

Designs | Images | Motifs | Object Manager | Styles

27 %

-5.226, -3.680 in | 34559 | 1 | 0 | 33.166 x 12.970 in | Inserting Column

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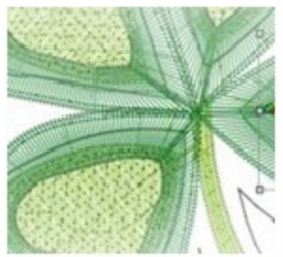

Upgrade to
stitch era liberty
limited offer

Stitch Era UNIVERSAL

Area

Artwork | Embroidery | View | Body | Border

Closed Shapes | Manual | Autotrace | Auto Complete — Digitizing Methods

Nodes

Entry Point | Exit Point | Stitch Direction | Cut Line | Emboss Line | Hole — Elements

5 | PTM-0080 — Area Fill

Custom | Prop 10% | No short stitch — Compensation

No | None | Classic — Locks

Random | Variable Density — Stitches Effects

Design2

Images | Vectors | Embroidery

Designs | Images | Motifs | Object Manager | Styles

ft

27 %

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Sierra

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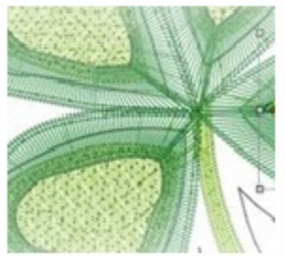

Upgrade to
stitch era Liberty
limited offer

-0.063, 4.982 in | 34559 | 1 | 0 | 33.166 x 12.970 in | Inserting Area

Stitch Era UNIVERSAL

Area

Artwork | Embroidery | View | Body | Border

Closed Shapes | Manual | Autotrace | Auto Complete — Digitizing Methods

Nodes

Entry Point | Exit Point | Stitch Direction | Cut Line | Emboss Line | Hole — Elements

5 | PTM-0156 — Area Fill

Custom | Fixed - soft | No short stitch — Compensation

No | None | None — Locks

Random | Variable Density — Stitches Effects

Design2

Images | Vectors | Embroidery

Designs | Images | Motifs | Object Manager | Styles

ft

27 %

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Sierra

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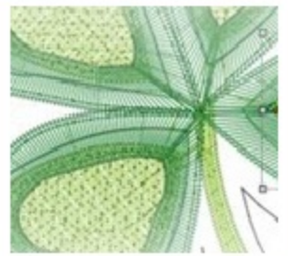

Upgrade to
stitch era Liberty
limited offer

-0.063, 4.982 in | 34559 | 1 | 0 | 33.166 x 12.970 in | Inserting Area

Stitch Era UNIVERSAL

Area

Artwork | Embroidery | View | Body | Border

Line Fill | Separate Border | Convert

Design1

Images | Vectors | Embroidery

Designs | Images | Motifs | Object Manager | Styles

in 9 10 11

376 %

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Harlow Hobo Allegro
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30 BANNERS
buy now

EXTRAS for your Stitch ERA UNIVERSAL
30 FRAMES
buy now

9.907, 0.502 in | 3880 | 1 | 0 | 4.211 x 3.326 in | Inserting Area

Stitch Era UNIVERSAL

Lettering

Artwork | Embroidery | View | Lettering

Digitized Font | True Type Font | ABa | Arial | B I | 0.197 | Font

Char | Text

Letters 0.039 | Words 53% | Lines 120% | Spacing, Trims, Lock Stitches

Stitch Type

Arrange

Design1 | loh

Images | Vectors | Embroidery

Designs | Images | Motifs

Object Manager | Styles

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TRAINING CD (2-DISC SET)

PRINTED MANUAL

SkillBuilder series by DEBORAH JONES

-1.175, -3.300 in | 10595 | 7 | 6 | 3.165 x 3.165 in | Creating Text

Monogram

Stitch Era UNIVERSAL

Artwork | Embroidery | View | Monogram | Layout

Select Template

Characters

ABC

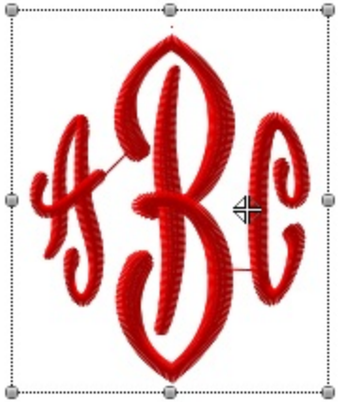
Template, Characters & Colors

Design1

Images | Vectors | Embroidery

Designs | Images | Motifs

Object Manager | Styles



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30 FRAMES

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40 LINE ART

buy now

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45 DESIGNS

buy now

-2.376, 0.451 in | 3539 (2485) | 1 | 0 | 1.600 x 2.031 in | Editing Monogram

Stitch Era UNIVERSAL

Path

Artwork | Embroidery | View | Border

Closed Shapes | Open Shapes | Manual | Autotrace | Auto Complete — Digitizing Methods

Nodes

Entry Point | Exit Point — Elements

Line Fill

Yes | Lock at start | Lock at end — Locks

Design1

Images | Vectors | Embroidery

Designs | Images | Motifs

Object Manager | Styles

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376 %

10.192, 0.598 in | 3880 | 1 | 0 | 4.211 x 3.326 in | Inserting Path

stitch era Universal
Free Embroidery Design Software

Installation

&

Set up

Design Era Universal

V11.10

November 2011

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Computer Requirements 2
Before Installation 3
Installation 3
After Installation 4
Creating an Acception in Your Virus Scanning software. 4
Registration 4
Confirming Activation for Free User License 5
Getting Support 5
Getting Started Using Design ERA 5
Interactive Manual 5

Design Era Universal – Installation & Setup

Welcome to Stitch ERA Universal - Embroidery Digitizing software.

This software will allow you create custom embroidery up to 40,000 stitches per design. The program and your designs are stored on your computer. A high speed internet connection is required for user license authentication and its constant connection to the internet security dongle is required for its use.

This Free Software is offered through Licensed Dealers of Stitch ERA Universal / Design ERA. You may install the software from a download version obtained from an authorized dealer web site but it is highly recommended that you install the software directly from a CD to ensure that the program is complete and error free and that you have a physical backup if you would experience computer problems that would require re-installation of the software.

Computer Requirements

To have the best experience with the software follow the minimum /maximum computer requirement guide below. Your computer must be within the guide range to be eligible for Sierras Technical Support service. Running the software out of these ranges may result in unexpected errors or malfunction. A complete listing of Authorized Dealers can be obtained from www.freesierrasoftware.com

Stitch Era Universal has been developed to work on **Microsoft® Windows® XP Professional SP3**, **Microsoft® Windows® Vista** (Home Premium or superior) and **Microsoft® Windows® 7** (Home Premium or superior) operating systems; therefore, it is essential that any of them be installed and running properly.

Item	Minimun configuration	Recommended configuration
Processor	Pentium 4 - 2.8 GHz or equivalent in Duo technology (Intel 7300 Series)	Pentium 4 - 3.2 GHz or equivalent in Duo technology (Intel 8500 Series)
Memory	1 Gb	2 Gb
Video	1024 x 768 pixels True color (32 bits) with OpenGL acceleration	1440 x 900 pixels True color (32 bits or better) with OpenGL acceleration
Monitor	17 inches wide	19 inches wide
Free disk space	1 Gb	20 Gb
CDR Unit	CD Reader 24x-speed	CD-DVD Reader\Writer 52x-speed
Floppy Disk	3.5" HD non USB	3.5" HD non USB Required if you need to transport designs from the computer to embroidery machines using diskettes
Ports	RS232 Serial port	RS232 Serial port Required if you will use Direct Connection to embroidery machines using diskettes. May requires additional hardware\cable
Other	Permanent internet connection. Valid e-mail account	Permanent (DSL\Cable) internet connection. Valid e-mail account

Design Era Universal – Installation & Setup

Before Installation

It is essential that you have your windows operating system current and up to date. If you do not have a basic understanding of the **Windows®** environment you should refer to **Windows® Help** section or professional assistance in performing the following in their respective order.

- ✓ Perform a routine virus scan.
- ✓ Perform a routine registry clean.
- ✓ Perform a Disk Cleanup.
- ✓ Perform a Disk Defragmentation.
- ✓ Perform a Windows update.
- ✓ Turn off the Windows Firewall.
- ✓ Turn off your Anti Virus software.

Installation

- Please have a pen and paper handy.
- Place the Stitch ERA Universal CD in the CD drive of your computer.
- Depending on your computer defaults one of several things will occur.
- The CD will launch the installation program.
- The CD will launch the Browse folder for the drive and you should select the setup.exe file.
- Nothing will happen and you will have to access manually by clicking on the Windows start icon and then select Computer to access the CD drive files, then click on the setup.exe file.

*STITCH ERA UNIVERSAL UTILIZES THE **Windows®** ENVIROMENT, THE INSTALL DEFAULT IS FOR DRIVE C:\ CHANGING THE INSTALLATION DRIVE WILL RESULT IN POTENTIAL PROBLEMS WITH PROGRAM FUNCTIONS.*

Please note:

The installation process may take some time to complete.
If you experience any errors during installation write them down.
Search for solutions in the installation section of www.embroideryabc.com

Once installation has completed,

- ➢ Remove the installation CD from the drive and store it.
- ➢ Turn the Windows firewall and Anti virus software back on.

After Installation

- Once the installation is complete it is advisable to run a quick virus scan to detect the security files in the software. Once any Sierra file is detected, you will create an exception in the anti virus software which will "accept" them as valid during future scans. Blocking any of the Sierra files will result in an unstable environment and unexpected shutdowns, errors, and failures will occur.

Creating an Acception in Your Virus Scanning software.

- If you are running a free version antivirus you may have difficulties in creating an exception, consult your virus documentation or contact their site for assistance.

Paid for Anti Virus like ex: **AVAST®** can detect installation changes and will offer you the opportunity to accept its presence in Design ERA/Sierra and it associated files/folders. Sierra files contain the security protocol that is required to allow your computer access to the server for program usage. Block access to these files and you will not have the license validation needed to run the software.

- A good virus protection program making an exception to Sierra related folders is still alert to any future attempt to install a Malware version of this file elsewhere on your computer.

Always READ the warnings offered by your anti virus software before accepting or denying access.

Registration

- The first time that Design ERA is opened you must complete the registration form to activate your Free User License.
- Locate the DESIGN ERA icon on your Desktop.
- Select the icon to launch the software.
  - ***If no icon is present on the desktop:***
    Access manually by left clicking on the Windows start icon,
    Select All Programs to expand the view
    Locate the Sierra Folder from within the folder locate the Design ERA icon rt click on the icon then Select "SEND TO" and choose "Desktop" to place an icon on your desktop for future access. Left click to launch **Design ERA** .

Confirming Activation for Free User License

- ✓ After the form is complete Design ERA will send the registration and close the program.

At this time you will need to access the email address that was entered in the registration form, open the message, and click on the link to activate your User License.
If the email from Sierra is not in your Inbox, please check your Spam folder in the event that your email carrier moved it.

You must successfully complete the activation process or Design ERA will not move past the registration screen.

Getting Support

Sources for support and assistance for the Free Version of Stitch /Design ERA are provided through the Yahoo group which is peer supported and EmbroideryABC

Getting Started Using Design ERA

Once Design ERA has been successfully activated you can begin learning the program functions, tools and processing for creating your own custom embroidery designs, lettering, motifs, editing and additions to existing machine format designs.

Learning to create or edit designs requires time and effort; your success will depend on how much of each you want to put in.

Interactive Manual

Most manuals require you to have some knowledge of the subject in order to navigate its structure; with the ***Interactive Manual*** you simply click on an icon and you will be taken to your point of interest to learn more about its function. You may have the manual open behind Design/Stitch Era enabling you to reference the material quickly. Video and Exercise options can be found on the upper right of the topic screen.

Help Icon Video Icon Lesson icon

The System Tab

THE SYSTEM TAB/RIBBON **1**

FILE **2**
Create Icon *2*
FILE **3**
New ▼ *3*
Blank Design 3
Start Wizard 4
FILE **5**
File Open *5*
PRODUCT & RELEASE **6**
LICENSED TO **6**
AUTHORIZED DEALER **6**
BUY STITCH ERA **6**

THE HOME PAGE **7**

PAGE LINKS **7**
Basic Learning Resources *8*
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Additional Training, Assistance & Troubleshooting *8*
PAGE TABS **9**
Home Page *9*
New File *9*

System Tab / Ribbon – Overview

The System Tab/Ribbon

When **Design ERA** opens the first screen visible is the **System Tab.**

The **ribbon** and **work area** (home page) contain General Information that pertains to the software, creating designs, and embroidery industry related links.

- **Select a Section of the Ribbon to learn more about its feature.**
- **Artwork Tab Overview**
- **The Difference between Raster /**expanded **and Vector/**condensed **images.**

File

Create Icon

The **File** section allows you to **Create a New Design** or **Open a Saved Embroidery Design** in either Era format or an expanded Machine format file

The short-cut is based on the default setting within the:

Options and Preferences /Application /Project/General:

Depending on the Default settings one of two things will occur.

1. If the setting is: **Start New Design Using Wizard selection = unchecked.**
   Selecting the **Create Icon** will create new blank work area.

   Or

2. If the setting is: **Start New Design Using Wizard selection = checked.**
   - Selecting the **Create Icon** will launch **Start Wizard interface** where you will be offered a selection of options to:
     - Quick start with a blank design using Simple Wizard.
     - Quick start with a blank design using Complete Wizard.
     - Open a .**dsg** design file
     - Open a machine format design file (anything not .dsg)

   The default setting can be turned on/off at your preference.

Regardless of the default setting, the end result is an open work area. It will have a design or it will be blank. It is assumed that you will eventually change the default to none and uncheck the Start Wizard to open to a blank design work area.

File

New ▼

Blank Design

This icon creates a new blank work area for design creation. It will apply the defaults stored in the **Options & Preference** settings.

How to:

- Select the **Blank Design** icon.

A new work area has been created.

To learn more about Options and Preference settings see: Application Button / Menu

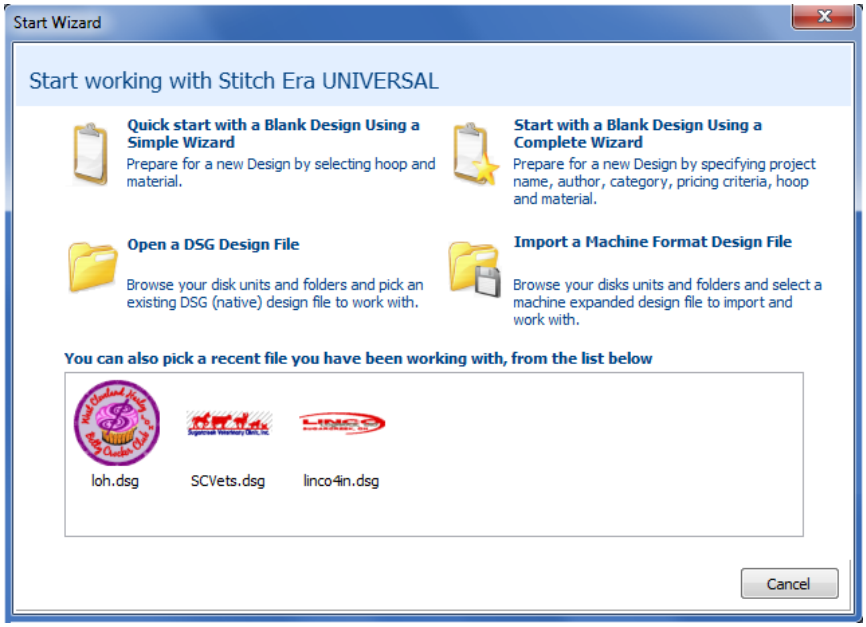
Start Wizard

This icon is a short cut to the **Start Wizard**.

How to:

- **Select** the **Start Wizard** icon.

The Start Wizard window appears.


Start Wizard
Start working with Stitch Era UNIVERSAL
Quick start with a Blank Design Using a Simple Wizard
Prepare for a new Design by selecting hoop and material.
Start with a Blank Design Using a Complete Wizard
Prepare for a new Design by specifying project name, author, category, pricing criteria, hoop and material.
Open a DSG Design File
Browse your disk units and folders and pick an existing DSG (native) design file to work with.
Import a Machine Format Design File
Browse your disks units and folders and select a machine expanded design file to import and work with.
You can also pick a recent file you have been working with, from the list below
loh.dsg
SCVets.dsg
linco4in.dsg
Cancel

You may select any of the options from the window to create, open, or be offered assistance using the simple or complete wizard for defining the aspects of creating and storing designs.

To learn more about the Start Wizard see: Application Button / Menu

File

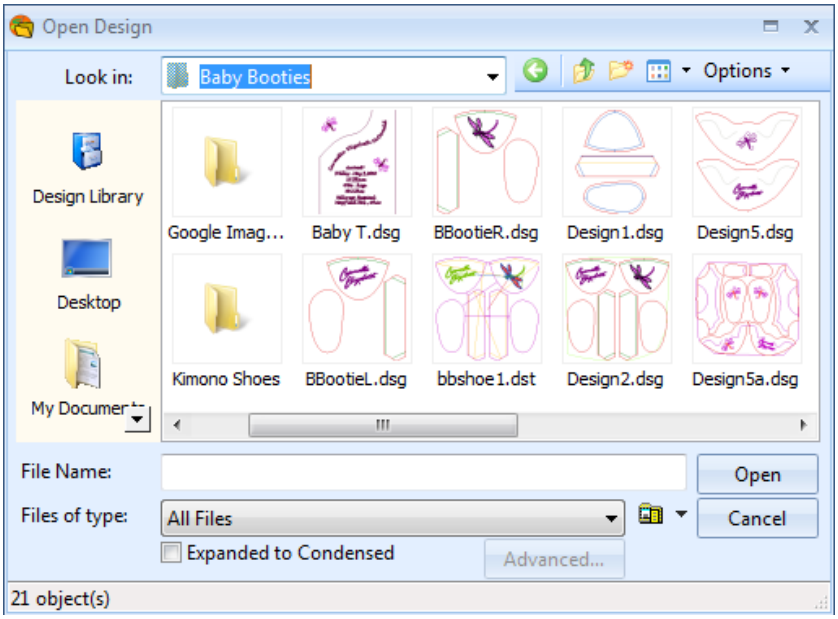
File Open

Selecting the icon opens the **Open File Window** it allows you to scan your computer or external drives to locate a design file in either **condensed** (.dsg) or **expanded** machine file format.

How to:

- **Select** the **File Open** icon.

The Open Design Window appears.



You may open designs from the **computer, drives**, or **Design Library.**

The window operates as any Windows open window function, you may change the Look in folder or how you view the folder and file details.

- **Options:** Allows you to open a condensed .dsg file directly into an expanded machine format file. It will create a copy of the condensed file and then strip the condensed framework and information before it appears on the work area.
    - To save the expanded file you will need to **Export to Machine Embroidery File Format.**
- **Expanded to Condensed:** This will open an expanded machine format file by passing through a filter that will create condensed sections from the characteristics of the expanded file.

To learn more about the features mentioned here see: Application Button / Menu

Product & Release

- Current version that is installed.
- Serial number that is assigned.
- Update icon – This icon will signal you when there is an update available for download

Licensed to

- Registration information with the Registrants name, company name, and email address that Era has been registered to.
- Link to Embroidery ABC where you can register and use learning and troubleshooting resources for SEU

Authorized Dealer

- Your Authorized Dealer information and links to contact them via **email** or **website**

Buy Stitch Era

This link will take you to the Sierra site to upgrade your level of software.

The Home Page

Page Links

When the **System Tab** is active the work area holds the **Home Page** consisting of Embroidery related links.

Basic Learning Resources

Basic Learning Resources: This area contains links to the Updated **User Manual**, **Video Tutorials** and **Quick Start** guides for Design ERA. The tutorials and videos are based on previous versions of ERA but they do offer an overview of how the software functions.

Basic Learning Resources
User's Manual
Software Manual in PDF file. It requires Adobe Reader.
Video Tutorial 1
This tutorial (without audio) shows an overview of the program use
Lettering
Overview about some Lettering features on Stitch Era Universal
Stitch Editing
Open an embroidery machine file and edit the stitches and properties

Links to Embroidery Software & Services

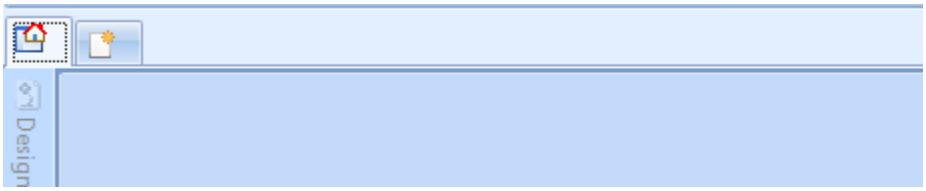
Get acquainted with other ***Sierra*** products and services. The links provided offer information on the software levels to keep you informed of your options to use when you are ready to upgrade. Planet Embroidery offers a fee embroidery service, monograms, and photo stitch.

Additional Training, Assistance & Troubleshooting

These links keep you in touch with **Embroidery ABC** to help you troubleshoot any concerns you may encounter. The **yahoo** peer support group is a friendly resource for learning how to use Design ERA. There have been several of Era users that have posted on **Youtube** to give you visual instruction so you can see how a function is performed.

Page Tabs

In the upper left corner of the Home area are the **Page** tabs, these tabs are always present and they allow you to have several access several designs that are open.



Home Page

Anytime you have a design open you can still access the **Home Page** and its links.

How to:

- Click on the **Home** tab icon to bring it forward.

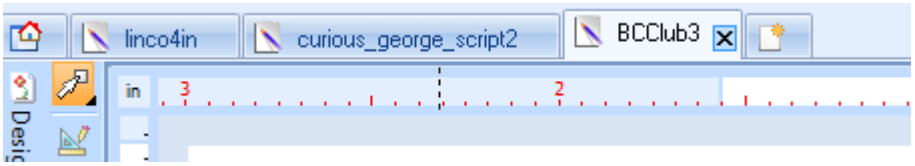
New File

You can directly access a new blank file **work area**. This is an alternate to using **Create – New icon** or the **Wizard** from the **File** section of the ribbon.

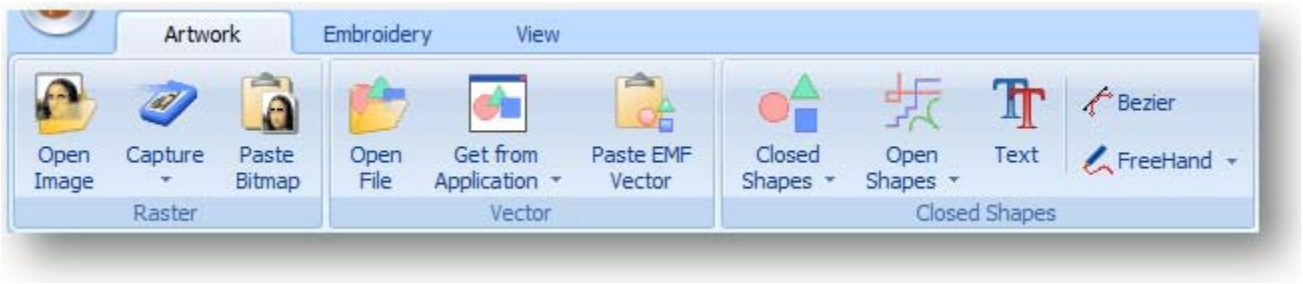
How to:

- Click on the **New File** tab to create a new blank work area.

A new file work area has been created. If you have more than one work are open you will see it reflected in the tabs.



The Artwork Tab



- **Artwork Tab Overview**
- **The Difference between Raster /expanded and Vector/condensed images.**

THE ARTWORK TAB/RIBBON **1**

RASTER/EXPANDED – VECTOR/CONDENSED **1**

What is the difference between Raster and Vector Images? *2*

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The Artwork Tab – Overview

The Artwork Tab/Ribbon

This ribbon contains short-cuts to the **Raster/Artwork Image** and **Vector/Artwork Vector tabs** as well as access create your own vector artwork using ***Closed Shapes, Open Shapes, Text Vectors, Bezier, or Freehand.***

- ***Review the Difference between Raster & Vector Formats***

Raster/Expanded – Vector/Condensed

What is the difference between Raster and Vector Images?

The following information is based on my own perception of the differences between the file types

Raster Image: Raster images or bitmaps may be thought of as a grid of colored points (called pixels). Resolution is based on columns in a grid. The larger the "grid" or *resolution* an image will look better to the human eye. The squares of the grid are called points, each point can hold a color value; this value is determined by the Color Depth or format capabilities of the saved as format which affects image quality. Color depth is the computer eye; it's what determines image suitability for digitizing.

- Image Formats The following formats are compatible with *Stitch Era*.
  - ✓ Bitmaps (*bmp*)
  - ✓ JPEG (*jpg*)
  - ✓ PCX (*pcx*)
  - ✓ Targa (*tga*)
  - ✓ Clipboard Format (CLP)
  - ✓ Gif without compression (*gif*)

Vector Image: vector images or outlines are files that contain information of objects, with their shapes and fillings. The shapes are stored as a sequence of nodes tied by lines (vectors) that defines their shapes. Vector images do does not rely on pixels so you may scale without losing definition. It is easier to change colors and other properties of every shape and these conditions give versatility, Stitch Era creates stitch patterns based on the same shape technology. This versatility is why you can create and work with vector based images. Vectors may be also imported from popular applications like Corel DRAW and Adobe Illustrator.

- Vector Formats The following formats are compatible with *Stitch Era*:
  - ✓ Windows MetaFiles (*wmf*)
  - ✓ Enhanced MetaFiles (*emf*)
  - ✓ CorelDraw (cdr)
  - ✓ Corel Presentation Exchange (cmx)
  - ✓ Adobe Ilustrator (ai)

Regardless of what format the image is in; you must be able to select the best digitizing technique to apply to the image for best results.

Manual digitizing does not rely on color depth because you control the outcome of each section. Image format is not a primary factor.

Auto features do rely on color depth for raster images. Use of ***the Artwork Image-Edition-Color Reduction*** will allow you to see what the computer sees before generating a section into Stitches. Reducing color depth before generation will result in cleaner processing. It will also reduce generation errors such as *too many colors* or *image not adequate*.

That being said, here's the rub. Just because an image format reads a raster or vector extension doesn't make it so. Use the extension as a guide to how the image was most recently saved. If you cannot verify the program it was created in then apply the following tools to assist you with a little detective work to determine its quality for yourself.

You will learn that there are two different types of embroidery files.

- **Expanded** which contains only machine commands necessary for sew out. i.e.: needle number, lock stitches, trims, consider this rigid. (.dst, .pes, …)
- **Condensed** formats contain machine and software commands, i.e.: needle numbers, colors, component types, densities, etc… consider this flexible. (.dsg)

We have learned that there are two types of Image files "Raster and Vector". Here is a comparison to Expanded and Condensed embroidery files.

Comparison 1

- **Raster** being the expanded version is comprised of pixels and rigid in nature making it difficult to make color changes or size adjustments. When editing a color within an image area it may appear one color when in reality each pixel within the area may contain a variation of that base color that the eye perceiving as solid. Graphic vector images saved as a raster format most likely will have less variation of color depth than photographic images saved in the same file format. Like machine format files, image file information contains only what is needed to execute it to a printer or view on screen.
- **Vector** being the condensed version. The flexibility of the vector format makes it the most desirable format to use in creating auto and assisted designs. When editing a color within a vector image - one click will flood an entire area with color it then conforms to the shape of the defined area. Like Condensed embroidery files (.dsg) they contain important information regarding how it was created that allow you to access and change its properties when editing.

Comparison 2

Let's turn to a visual representation. We have a loop of string (6") that represents the expanded format, and a loop of elastic (4") that represents the condensed format To see the editing differences between them, pull the string outward, it'll stretch a bit and depending on how hard you pulled; distortion or even breakage can occur. Now on a piece of paper draw a 5" line and place the string along the edge of the Line, try as you will there is always going to be extra string.

Now take the elastic, match it up with the string then place it along the edge and skootch it in a bit. Do you see what's happening here? This is called compensation, an expanded format can be manipulated but the changes will not compensate, it will either pile up or stretch out causing either pixilation or density issues - it's rigid. A condensed format will compensate changes because of its flexible nature.

Raster/expanded – Vector/condensed

The ***Artwork Image-Edition-Color Reduction*** tool will generate the colors detected within an image to enable you the opportunity to reduce it for better auto generation results.

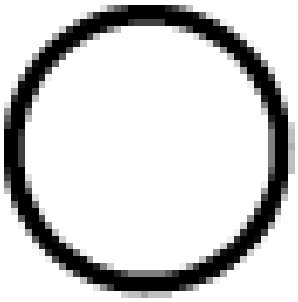
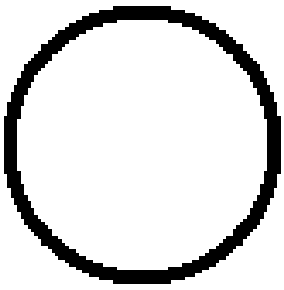
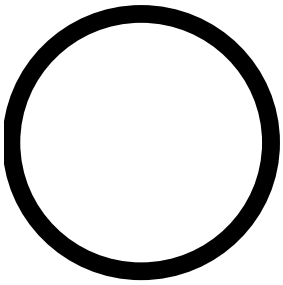
		

Photo quality Raster - jpg ***Detects 1000 color depths*** Will not generate a section. Generation errors are only correctable by improving image quality.	**Graphic quality Raster** ***Detects 1 color depth*** Will generate a section that contains many nodes. Editing is probable.	**Graphic Vector** ***Detects 1 color*** Will generate a section of optimal quality that contains minimal nodes. Editing may not be needed.

It's important to note that a condensed file format may be opened or even "saved as" in various software. This doesn't mean that the software can read or write the condensed information within the file. If this is the case editing the file would be based on expanded format limitations. One way to determine if the object properties were included in the file is to select an object within your editing software, (i.e.: Adobe, Corel, Embroidery software) select and right click the object; a submenu would list any editable properties within the object.

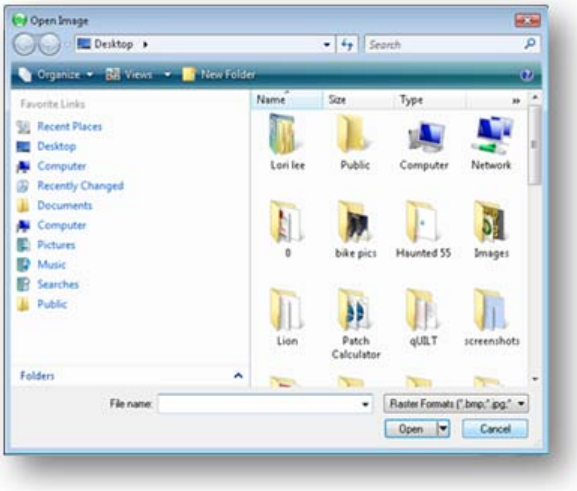
Raster

Open Image

This section assumes that you have an understanding of the differences between the two types of images files that can be brought into Design Era.

Once you have opened a blank work area Design Era offers you options for the next step in creating an embroidery file. In most case you will already have an image that you want to create a design from. It is important that you know whether the file is Raster of Vector format in order to locate it using the Raster or Vector section of the ribbon.

- Select the **Open Image** icon. *The OPEN IMAGE window opens.*



You can search your hard or external drives for a raster image format file.

Raster formats that can be opened into the work area.

- **.bmp** Bit map
- **.clp** Clipboard format
- **.jpg** Joint Photographic Experts Group.
- **.gif** Graphical Interchange Format.
- **.pcx** Paintbrush file.
- **.tga** Targa

Capture Image File

You may scan an image into the software, the link provided will open your scanner software and on completion the image will be placed into your work area.

- ***You must first configure the scanner to work with SEU using the scanner setup option.***

You may capture an image in color or black and white. Regardless of the scan mode save your image as .bmp - from the drop down arrow in ***Save As Type*** select monochrome for black and white images and 16 or 256 bitmap for color images..

Take into account the following recommendations when scanning images:

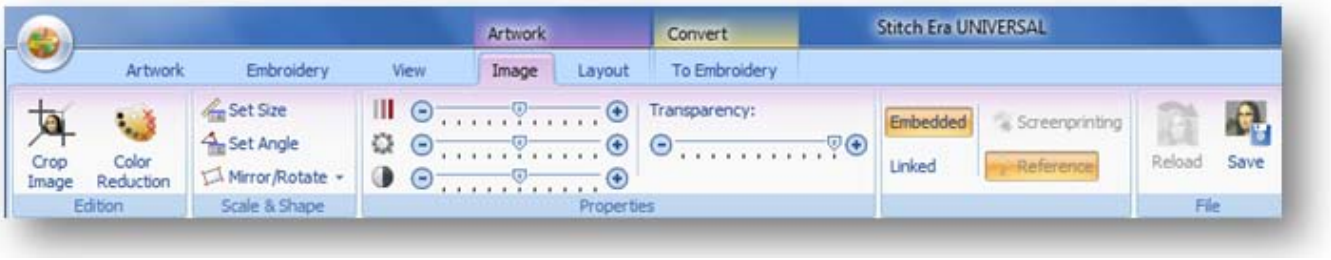
- Only scan the area of the image that you will work on. This will result in smaller, manageable images.
- Use low resolution settings. In most cases, a 300-dpi resolution is enough. If you are going to work with the Photo type, the image used must have a high contrast level.

Typical Raster formats for scanners that can be scanned into SEU:

- **.bmp** Bit map
- **.jpg** Joint Photographic Experts Group.

Save scanned Image:

Scanning will access the **Artwork Image Tab**



- Select the **Save Image** icon to save this file or it will be lost when you close the work area.

It's a good idea to save it to the same folder that you will be saving the design.

Learn more about your scanner from the documentation within the scanning software or Google the manufacturer website.

Paste Bitmap Image

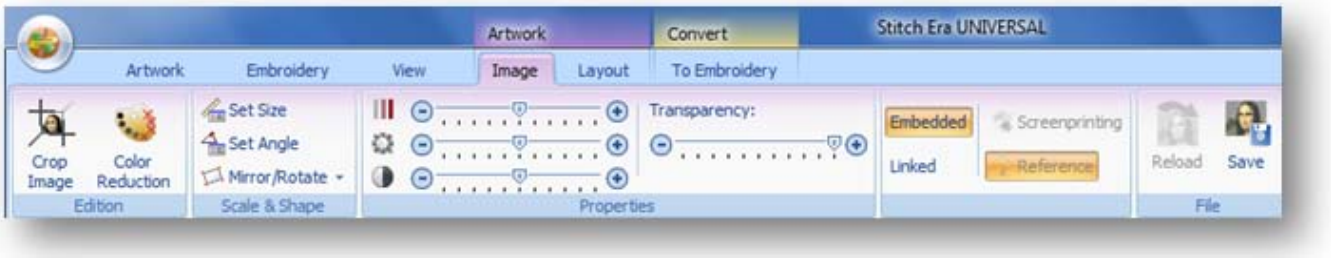
SEU has the ability to paste files that were copied to the Windows clipboard.

If you selected and copied a file in any Vector Art Program that uses the Windows clipboard then the **Paste Icon** in SEU will be active.

- Select the **paste bitmap** icon to place the contents of the windows clipboard onto the work area.

Save Pasted Image:

A pasted raster image will activate the **Artwork Image Tab**



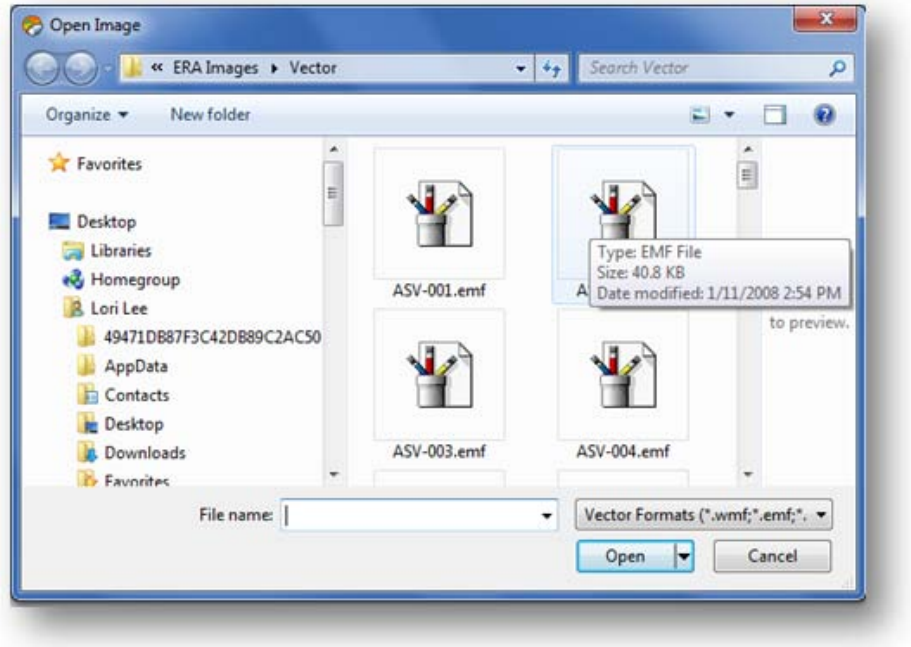
You may use any feature on the Artwork Image tab to make adjustments to the image.

- Select the **Save Image** icon to save this file, select your preferred format from the drop down option. If you do not save the file it will be lost when you close the work area.
- It's a good idea to save it to the same folder that you will be saving the design.

Vector

Open File

- Select the **Open Vector Image** icon. *The OPEN IMAGE window opens.*



You can search your hard drive or external drives for a Vector image format file.

Vector formats that can be used in SEU are:

- .emf Enhanced Windows Metafile
- .wmf Windows Metafile
- .cmx Corel Metafile Exchange

The following vector formats must be converted to one of the above file types if you do not have Corel Draw or Adobe Illustrator on your computer:

- .ai Adobe Illustrator
- .cdr Corel Draw

Get From Application

Selecting this icon will reveal the drop down▼ menu options.

- Select the Program from which you want to transfer a copy of a vector file that is in the work area of either:
- CorelDRAW©
- Adobe Illustrator©.

Paste EMF Vector

SEU has the ability to paste files that were copied to the Windows clipboard.

If you selected and copied a file in a vector based software that uses the Windows clipboard then the paste icon in SEU will be active.

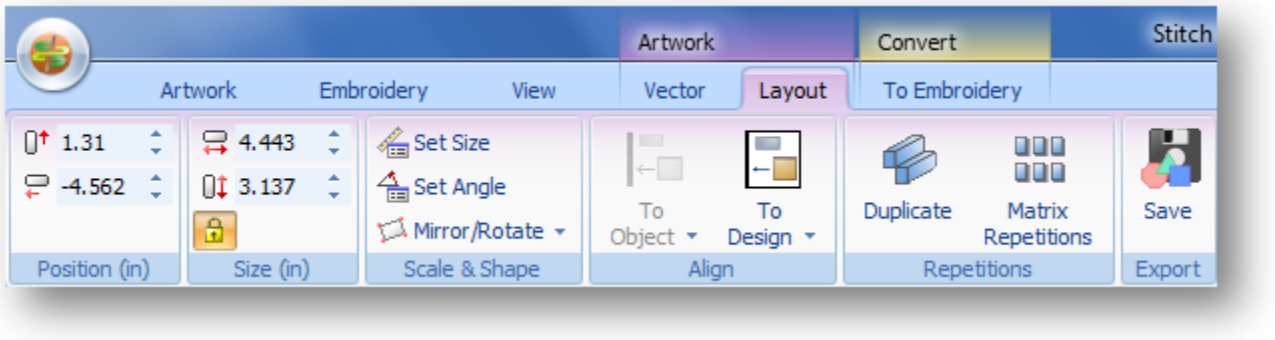
- Select the paste EMF icon to place the contents of the windows clipboard onto the work area.

A pasted image will activate the **Artwork Vector Tab**

- Use the ribbon sections to edit the image file if needed.

Save Pasted Image:

- Select the **Layout Tab** to bring it forward.



- In the Export section of the ribbon select the **Save EMF Vector Image** icon to save this file or it will be lost when you close the work area.
- The only **Save As** option is .emf which is a *Windows*© enhanced metafile.

It's a good idea to save it to the same folder that you will be saving the design.

Closed Shapes

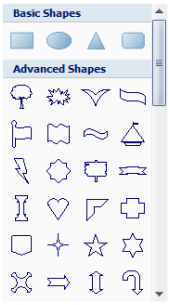
Closed Shapes

You can create Pre-Defined Geometric Vector Shape Artwork or add it to an existing raster or vector image file.

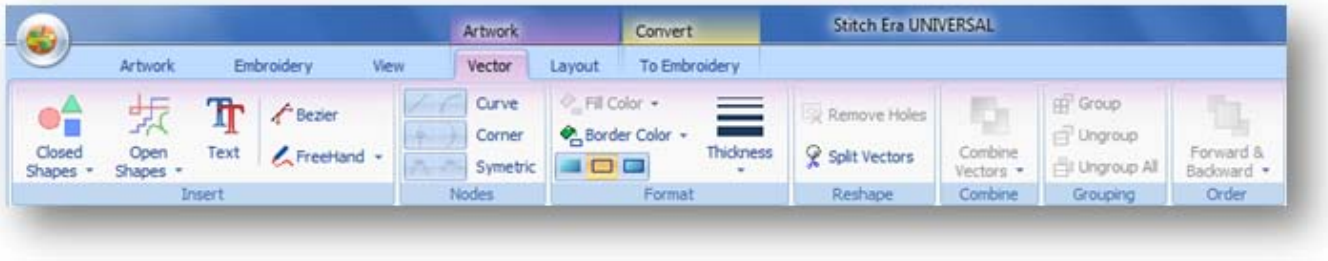
- Select the **Closed Shapes** icon.
  - From the menu options click to select a shape.

The shape feature has been active.

- Click and drag a shape onto the work area and release.

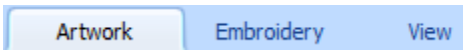


The **Artwork Vector** tab actives. You may use the sections of the ribbon to make changes to the vector.



- You may adjust the size by selecting the **Layout** tab
- You may add stitches to the Shape by Selecting the **Convert to Embroidery** tab.

Once you de-select the vector shape the **Artwork Tab** becomes active and on top again.



Notice that you have access to the **Embroidery** and **View** Tabs.

To learn more about these tabs see: Embroiery Tab, Layout Tab.

Open Shapes

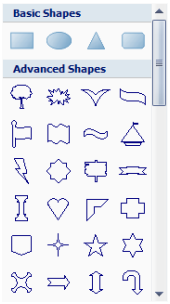
You can create Pre-Defined Open Vector Shape Artwork or add it to existing raster or vector image file.

Apply stitches to pre-defined vector motifs.

- Select the **Open Shapes** icon.
  - From the menu options click to select a shape.

The shape feature has been active.

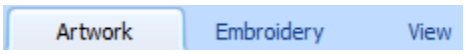
- Click and drag a shape onto the work area and release.



The **Artwork Vector** tab actives. You may use the sections of the ribbon to make changes to the vector.

- You may adjust the size by selecting the **Layout** tab
- You may add stitches to the Shape by Selecting the **Convert to Embroidery** tab.

Once you de-select the vector shape the **Artwork Tab** becomes active and on top again.



Notice that you have access to the **Embroidery** and **View** Tabs.

To learn more about these tabs see: Embroiery Tab, Layout Tab.

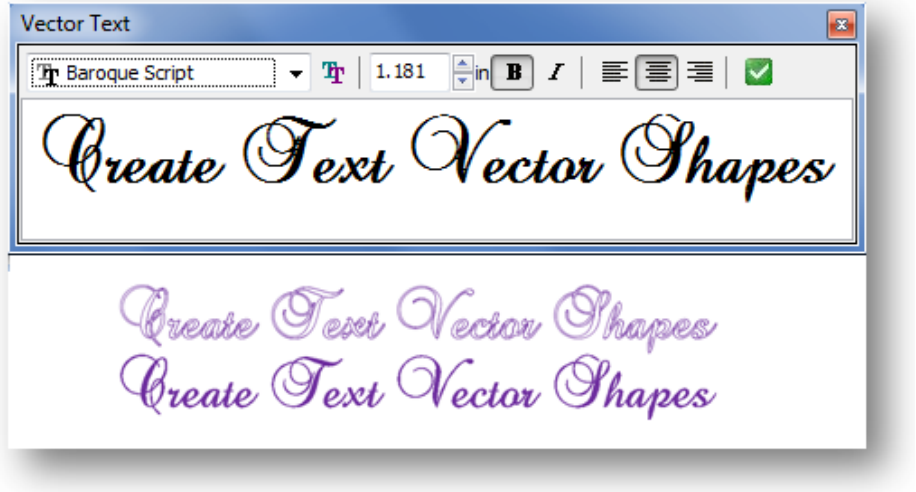
Text

There are just some TT fonts that are not suited for auto generated embroidery texts. Straight line text vectors are available from any TrueType font on your computer. You have the ability to split the vector shapes into sections more suited for auto completed sections. For manual digitizing text vectors present the clean outlines needed for manually digitizing font characters.

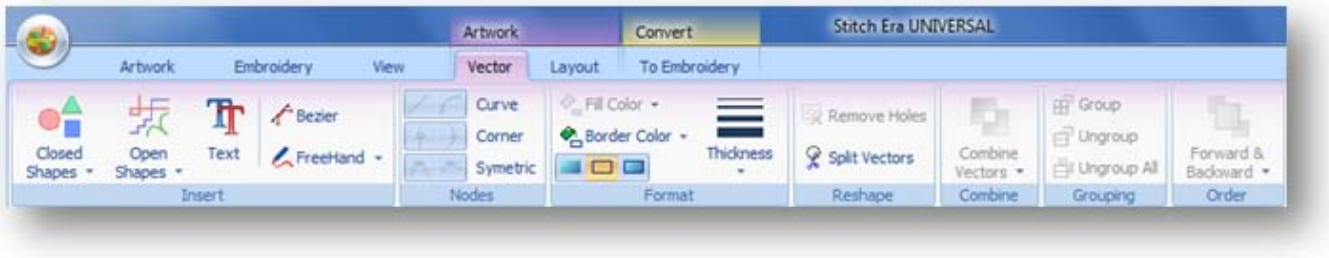
Create Text Vectors

- Select the Text icon to open the Vector Text dialog box.
- Type the line of text or press enter to add lines of text,
- Select the font, size, alignment and presentation.
- Press the green check ✅.

This tool has a very simple nature there are no other bells or whistle, just vector shapes that look like text. Manipulate them using the tools on the Image Vector ribbon.

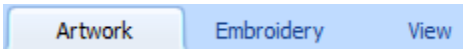


The **Artwork Vector** tab actives. You may use the sections of the ribbon to make changes to the vector.



- You may adjust the size by selecting the **Layout** tab
- You may add stitches to the Shape by Selecting the **Convert to Embroidery** tab.

Once you de-select the vector shape the **Artwork Tab** becomes active and on top again.



Notice that you have access to the **Embroidery** and **View** Tabs.

To learn more about these tabs see: Embroiery Tab, Layout Tab.

Save Text Shapes:

- Select the **Layout Tab** to bring it forward.
- In the **Export** section of the ribbon select the **Save EMF Vector Image** icon to save this file or it will be lost when you close the work area.
- The only save format option is **.emf** which is a *Windows*© enhanced metafile.

It's a good idea to save it to the same folder that you will be saving the design.

Bezier

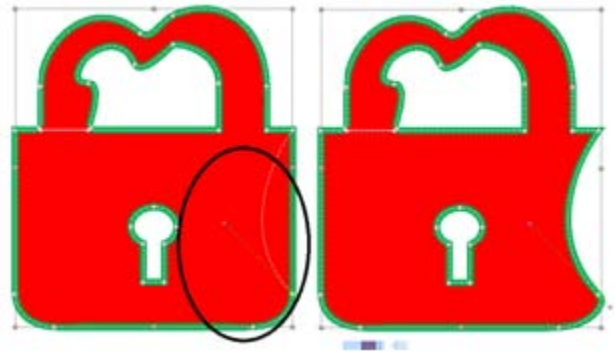
You can manually apply vector figures with **Bezier curves** or **Freehand**.

The default for creating any artwork within SEU is Bezier only.

The **Artwork Vector** tab actives.

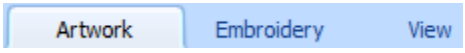
Apply Bezier shapes using the same node characteristics as used when creating an embroidery section. You may use the sections of the ribbon to make changes to the vector.

- Apply fill and Border color from the Format section of the Ribbon.
- Edit shapes using Select Object to edit nodes.



- You may adjust the size by selecting the **Layout** tab
- You may add stitches to the Shape by Selecting the **Convert to Embroidery** tab.

Once you de-select the vector shape the **Artwork Tab** becomes active and on top again.



Notice that you have access to the **Embroidery** and **View** Tabs.

To learn more about these tabs see: Embroiery Tab, Layout Tab.

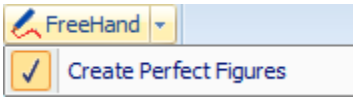
Freehand

Apply open figures, by drawing directly in the work area.

- Apply fill and Border color from the Format section of the Ribbon.
- Edit shapes using Select Object to edit nodes.

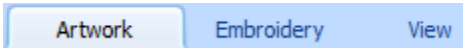
Be creative, explore all the vector shape options to create and edit your own unique n artwork.

There are 2 modes for creating freehand vector shapes.



- **Active:** Create Perfect Figures will automatically close a shape once the mouse button is released. example: circles
- **De-selected:** Allows only literal line placement, it will not allow a shape to close. Example: lines

Once you de-select the vector shape the **Artwork Tab** becomes active and on top again.



Notice that you have access to the **Embroidery** and **View** Tabs.

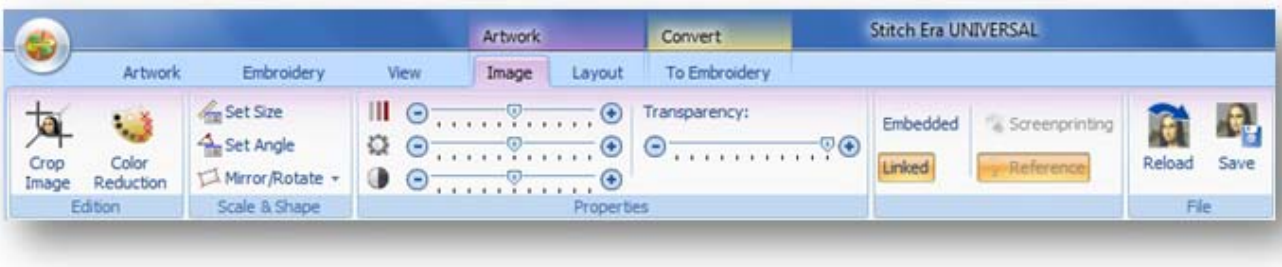
To learn more about these tabs see: Embroiery Tab, Layout Tab.

Save Bezier & Freehand Shapes:

- Select the **Layout Tab** to bring it forward.
- In the **Export** section of the ribbon select the **Save EMF Vector Image** icon to save this file or it will be lost when you close the work area.
- The only save format option is **.emf** which is a *Windows*© enhanced metafile.

It's a good idea to save it to the same folder that you will be saving the design.

Artwork Image Tab



THE ARTWORK IMAGE TAB/RIBBON **1**

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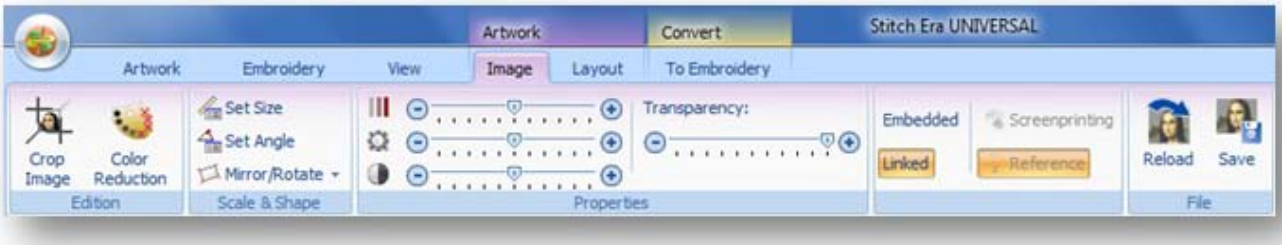
Artwork Image Tab – Overview

The Artwork Image Tab/Ribbon

The ribbon contains all the essential tools to *Edit, Scale, Rotate, View Properties, Attach/Embed an Image, as well as Reload or Save the raster image file.*



Edition

Crop Image

- Select the **Crop Image** icon and the cursor will change indicating that it is suitable for cutting. The icon indicates that it does not detect the image area at this time..
- Move the icon over the image.
- Click and hold the mouse button, to drag a selection box around the area of the image that you want to crop, everything inside the selection box will remain as the cropped area when you release the button.

- If you miscalculate the crop area select the undo icon from the
  - **Quick Access toolbar**. then you may reactivate the crop and try again.
- Set new size as needed.
- **Save Image** changes as a new file name.

Color Reduction

The color reduction tool allows you to take an image that appears to have basic colors to the human eye and see what color variations are seen by the computer.

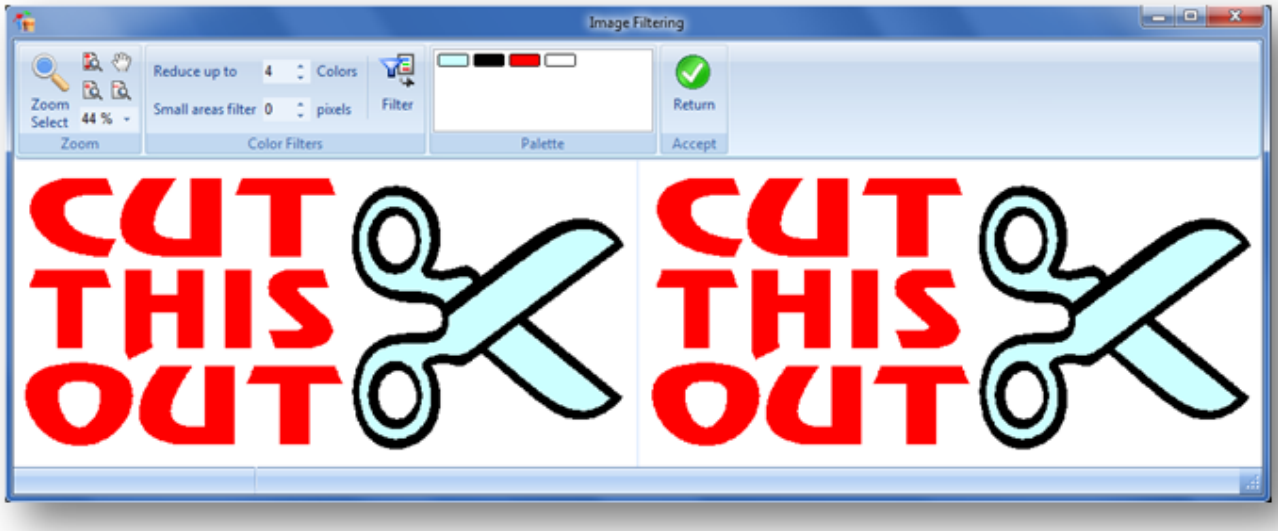
In the **Reduce up to** section of the ribbon type in the amount of colors that you want the image to be reduced to. Include the background as a color.

The **Filter** button allows you to quickly reduce the number of colors of the image. The window is divided in two panes, one shows the original and the other the results.

The **Small area filter** may be applied if the results of the Filter are not pleasing. You may need to filter several selection until you get the image quality that you want.

Zoom and **pan tools** are available to see the image area better.

When you are satisfied with the result press **accept** to return the main working window.



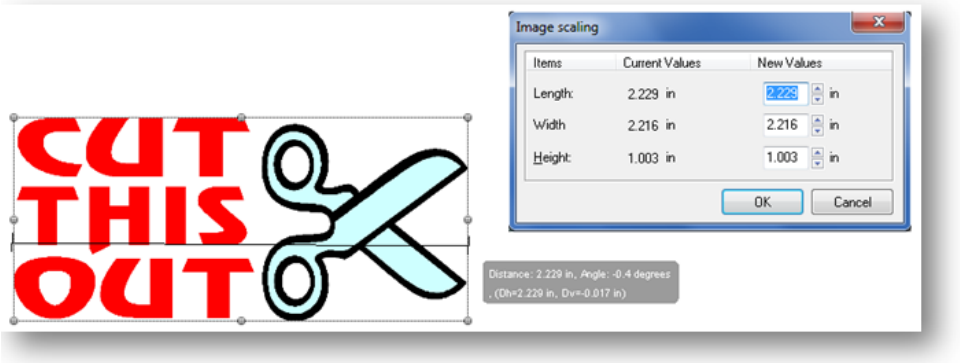
Scale & Shape

Set Size

It's best to make sure that your image is the size you want your design to be.

To check the image size:

- Select the Image.
- Select the **set size** icon.
- Select the edge of the image you wish to start the measure.
- Click and hold the mouse button while dragging across the image, you can do horizontal or vertical sizing.
- When you reach the other edge of the image, release the mouse butt and **the Image Scaling** window appears.
- The box that is highlighted is the measure that you completed. Type in the new dimension.
- Press **Enter** key or **OK** to set the new size.

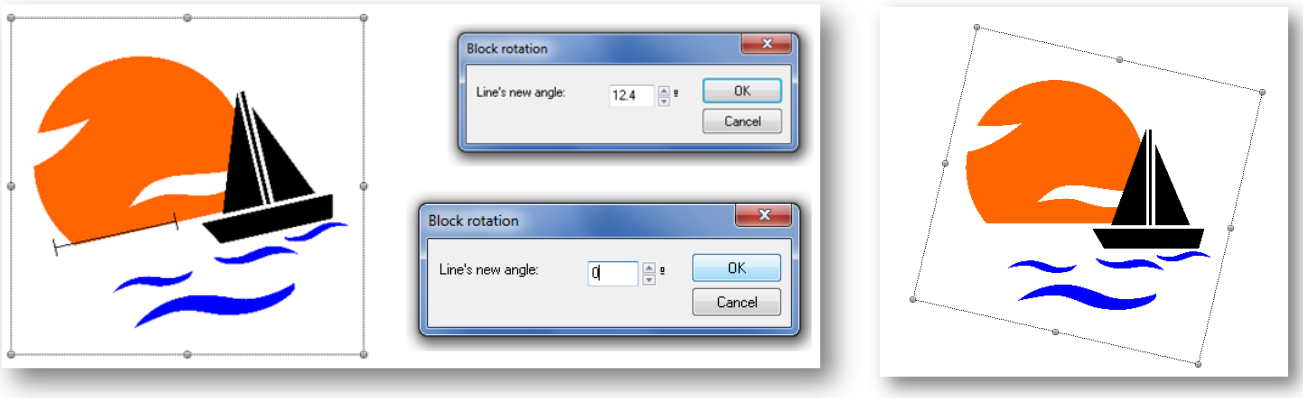


Set Angle

Fixing the rotation angle is useful for images that need precision. In the sample below the image is at an angle which may have been the intention or the cause of a bad scan so for embroidery sake we would like to see the ship sale on the horizon.

To set a new angle on artwork:

- Select the Image.
- Select the **set angle** icon.
- Select an an angle within the picture
- Click and hold the mouse button while dragging across the image, you can do horizontal is an easier calculation on new degree angle.
- When you have an angle line, release the mouse butt and **the Block Rotation** window appears.
- The box that is highlighted is the current angle. Type in and angle degree that you want that line to be. In this example we want it to be "0" which will make the horizon line level.
- Press **Enter** key or **OK** to set the new angle.

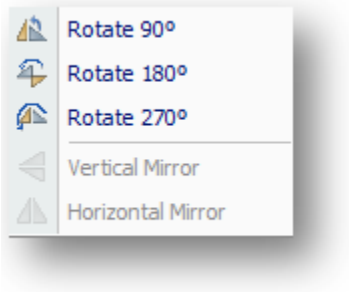


This new rotation is saved in the embroidery file, and does not affect the original image.

Mirror/Rotate

To rotate an image to specific angles or to mirror vertically / horizontally within the working window:

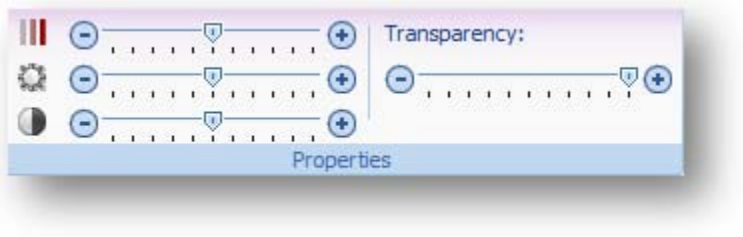
- Select the **Mirror/Rotate** icon to reveal the hard rotation options.
- Select an angle to rotate the image.



- SEU version allows only the Rotate option for images

Properties:

Image Properties



Saturation, Brightness and Contrast and Transparency

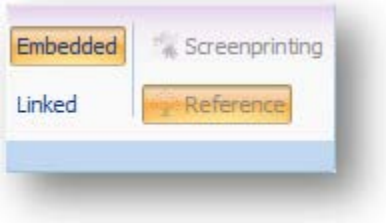
Changes made within this section are for your comfort. At times you may experience eye fatigue or just have difficulty in visualizing sections against the image. The available tools will allow you to digitize more comfortably.

This type of edition is the same as with any basic image editor.

- Select the Image.
- By moving the sliders on the controls you can see the changes being applied. Adjust the **Saturation, Brightness and Contrast levels** until you find a comfortable combination
- **Transparency:** modify the level of visualization of the image you have in the working area. If you reduce the percentage of transparence to the minimum the image will tend to disappear. Move the slider to check the level of visibility which you want to work with.

- Adjusting levels are only applied to the selected image, if you have more than one image on Screen; each image will need to be adjusted if needed.
- The new properties are saved in the embroidery file, and does not affect the original image.

Embed, Link, Reference: Image



When you work with an image in the application, there are several modes to store the image information for the design.

- **Embedded:** Saves the image inside the design. If you move the design to another computer you do not have to move the image too, because it will already contain a copy of the image within the design.
- **Linked:** Adds a link to the image, so the next time that you open the design the image will be retrieved and load with the design. It will remember the properties; position, size and rotation angle. ***It is important to know that the image must remain in the same location (folder) and have the same name as it had when it was linked to the design file or you will get an error that the file cannot be located , do you want to find it?***

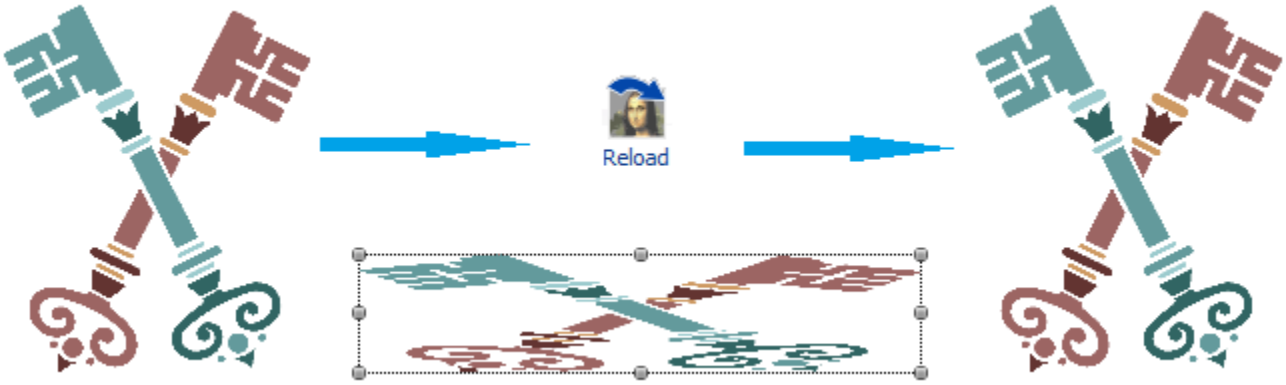
Reference is not a part of SEU.

File

Reload

This tool will reload the original image file deleting any modifications that have been made to it..

- ✓ Reload is **only** available for Raster Images.



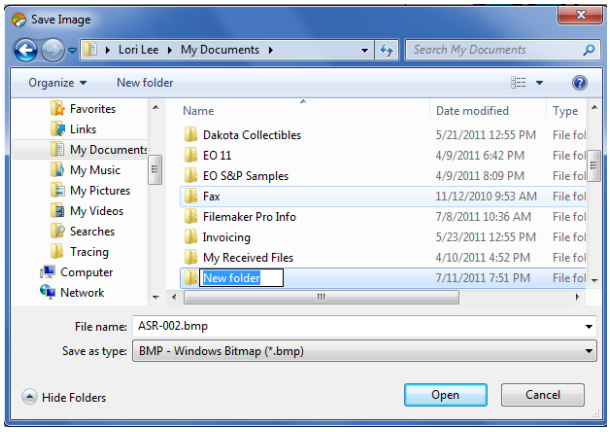
Original **Image changed** **After Reload**

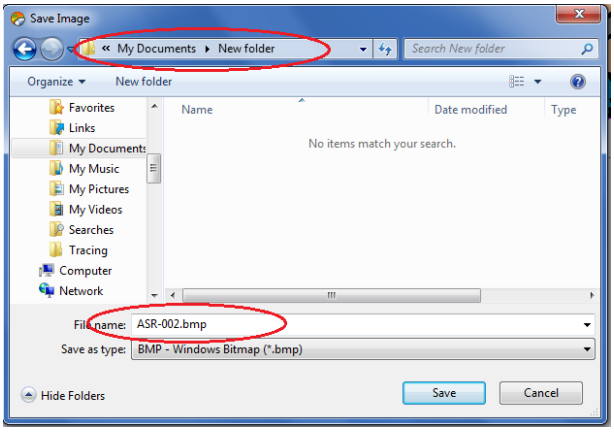
Save Image – Raster

A scanned image needs to be saved or it will be lost once you close the design.

To save an image:

- Select the image.
- In the **File** section of the ribbon
- Select the **Save** icon **.**
  - The Save Image window appears.





- Create a folder.
  - Double click the new folder open it
- Give the image file a name
- Select a Save As type from the drop down menu.
- Press **SAVE** to save the image file to the folder.

Artwork Vector Tab

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The Artwork Vector Tab/Ribbon

This ribbon contains all the functions needed to either create an original vector graphic or edit an existing vector image.

Experiment with the tools within the ribbon to create your own vector graphics for embroidery..

Insert

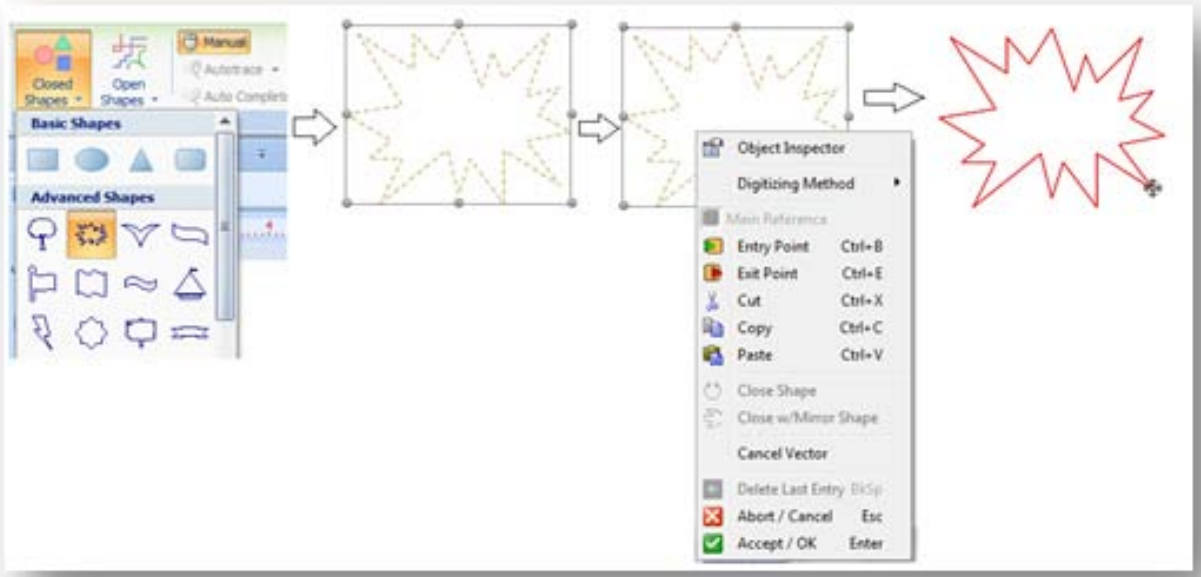
Closed Shapes

You can create Pre-Defined Geometric Vector Shape Artwork or add it to existing raster or vector image file.

Apply stitches to Pre-Defined Geometric vector shapes.

You simply click and drag a shape onto the work area and release. Adjust the size using the selection box nodes then press Enter to confirm the section with stitches or right click to the sub menu for other options.

- This feature is available for:
  - **Path Border** (Path stitches)
  - **Area Body** (Elastic and Fill stitches)
- This feature is accessed by selecting and **Insert type** from **Create Sections** or the Embroidery **Embroidery Tab.**



Also located on the Artwork Tab

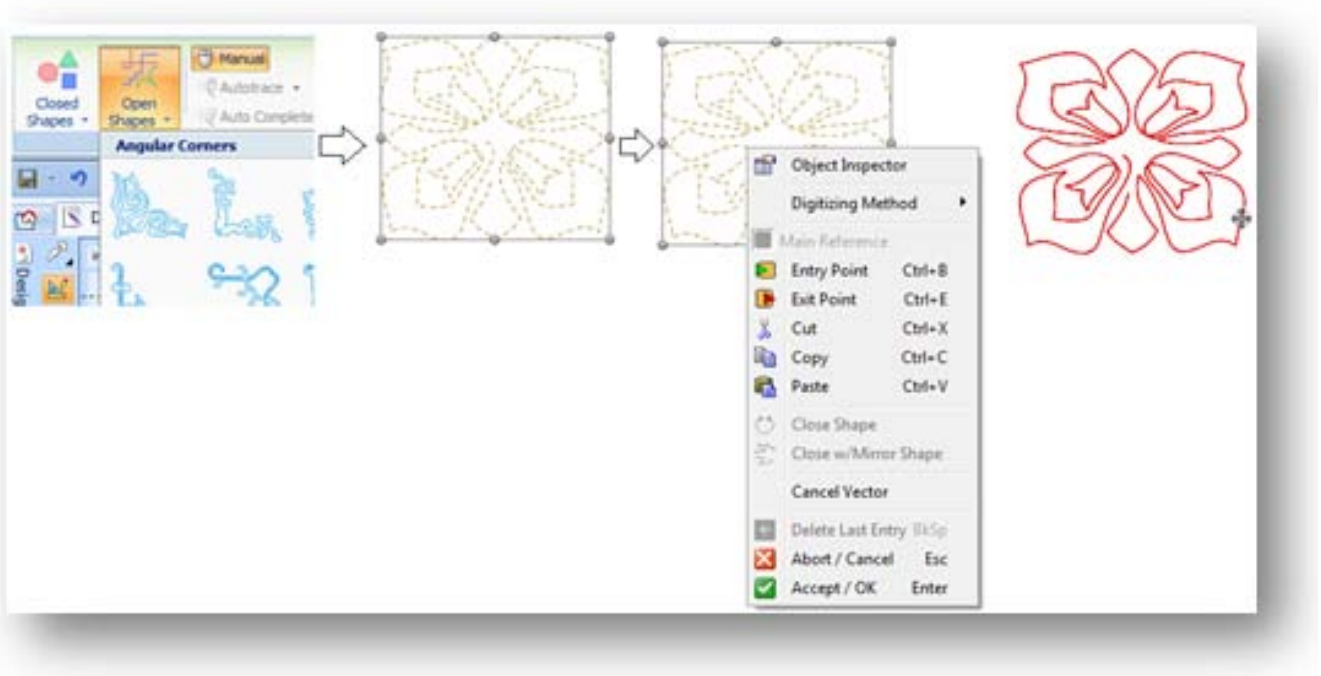
Open Shapes

You can create Pre-Defined Open Vector Shape Artwork or add it to existing raster or vector image file.

Apply stitches to pre-defined vector motifs.

You simply click and drag a shape onto the work area and release; adjust the size using the selection box nodes then press enter to confirm the section with stitches or right click to the sub menu for other options.

- This feature is available for:
  - **Path Border** (Path stitches)
- This feature is accessed by selecting and **Insert type** from **Create Sections** or the Embroidery **Embroidery Tab.**



Also located on the Artwork Tab

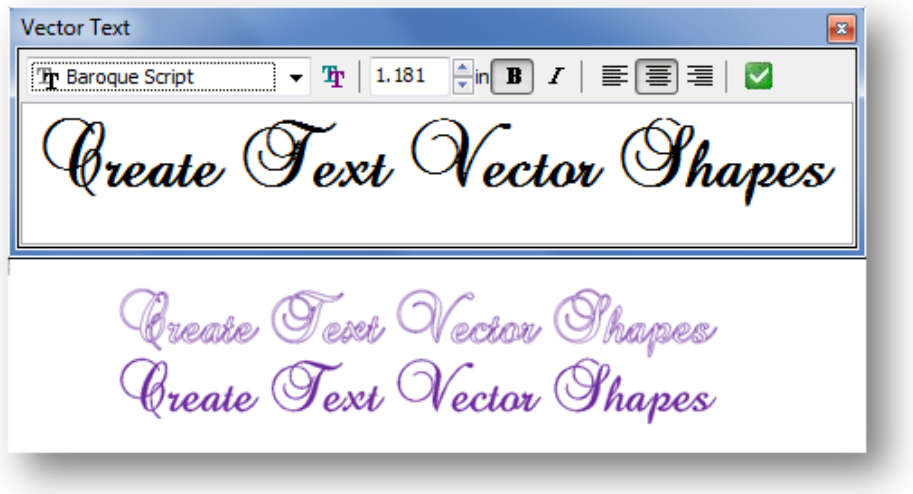
Text

There are just some TT fonts that are not suited for auto generated embroidery texts. Straight line text vectors are available from any TrueType font on your computer. You have the ability to split the vector shapes into sections more suited for auto completed sections. For manual digitizing text vectors present the clean outlines needed for manually digitizing font characters.

Create Text Vectors

- Select the Text icon to open the Vector Text dialog box.
- Type the line of text or press enter to add lines of text,
- Select the font, size, alignment and presentation.
- Press the green check.

This tool has a very simple nature there are no other bells or whistle, just vector shapes that look like text. Manipulate them using the tools on the Image Vector ribbon.



Save Text Shapes:

- Select the **Layout Tab** to bring it forward.
- In the **Export** section of the ribbon select the **Save EMF Vector Image** icon to save this file or it will be lost when you close the work area.
- The only save format option is **.emf** which is a *Windows*© enhanced metafile.

It's a good idea to save it to the same folder that you will be saving the design.

Also located on the Artwork Tab

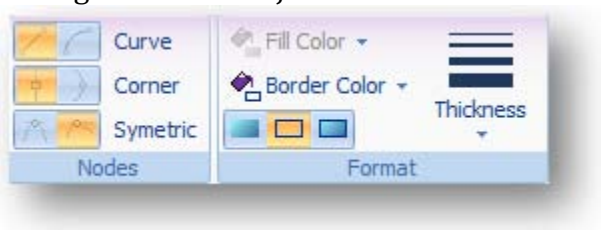
Bezier

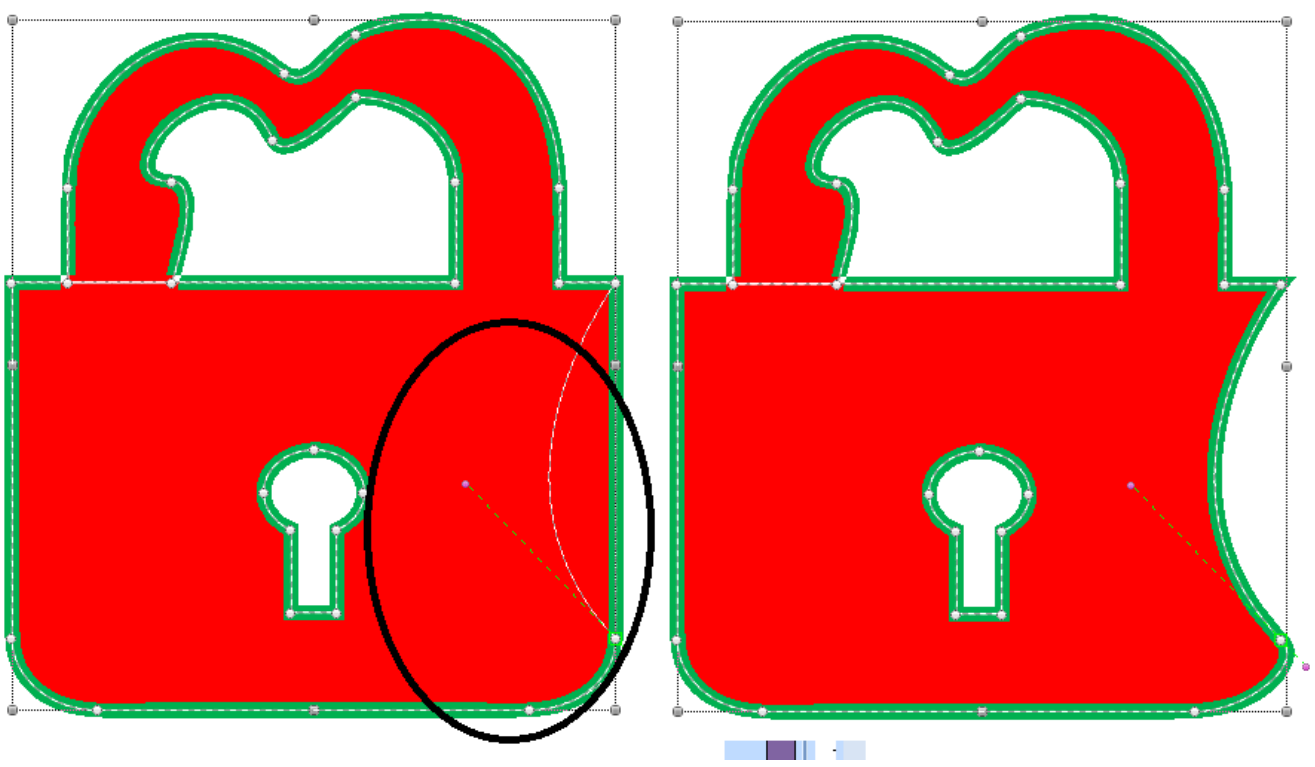
You can manually apply vector figures with bezier curves or freehand.

The default for creating any artwork within SEU is Bezier only.

Apply Bezier shapes using the same node characteristics as used when creating an embroidery section.

- Apply fill and Border color from the Format section of the Ribbon.
- Edit shapes using Select Object to edit nodes.





Also located on the Artwork Tab

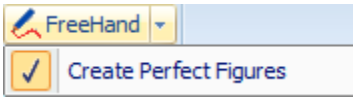
Freehand

Apply open figures, by drawing directly in the work area.

- Apply fill and Border color from the Format section of the Ribbon.
- Edit shapes using Select Object to edit nodes.

Be creative, explore all the vector shape options to create and edit your own unique n artwork.

There are 2 modes for creating freehand vector shapes.



- **Active:** Create Perfect Figures will automatically close a shape once the mouse button is released. example: circles
- **De-selected:** Allows only literal line placement, it will not allow a shape to close. Example: lines

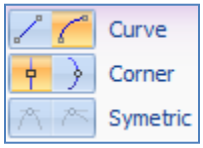
Save Bezier & Freehand Shapes:

- Select the **Layout Tab** to bring it forward.
- In the **Export** section of the ribbon select the **Save EMF Vector Image** icon to save this file or it will be lost when you close the work area.
- The only save format option is **.emf** which is a *Windows*© enhanced metafile.

It's a good idea to save it to the same folder that you will be saving the design.

Also located on the Artwork Tab

Nodes



Nodes

The vector-based figures are made of nodes that behave similarly to those that are used to create embroidery sections. Once the vector-based figure has been created you can modify the nodes that give shape to it as well as the layout of each node's handles

Converting the shape to Curves will allow you to alter its geometry, by modifying the node position, property and position of its handles.

You can also eliminate nodes, create new ones, etc.

The following node properties will explain how the node type selection changes the line that passes though it affecting the geometry of the shape.

Nodes Properties			
	Straight: Displayed with square marks **Produce straight lines between nodes.**		**Curved:** Displayed with Circular marks **Produce curved lines between nodes.**
	Normal: Displayed with White marks **Produce smooth curves**		**Corner:** Displayed with blue nodes **Produces abrupt changes in curvature.**
	Symmetrical: Dragging one handle forces a symmetrical movement of the opposite handle		**Uniform:** Allows for the curvatures on both sides of the node to be different

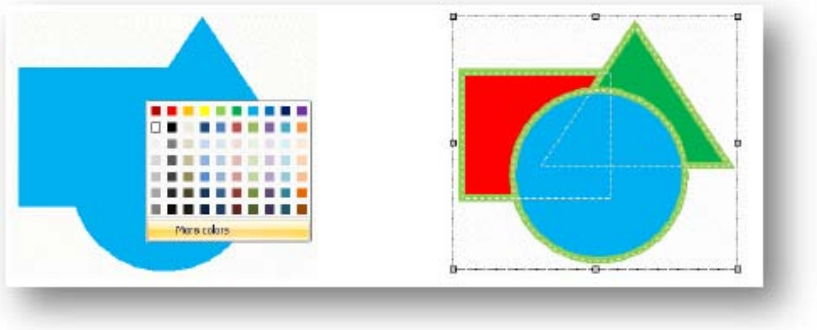
Working with beziers requires ALOT of practice do not be discouraged when editing nodes. There are a lot of variables and unique combinations that will change the above definitions of node properties. When you find difficulties in editing look to the node type before or after the selected node; it may be what is affecting how the selected node needs to be edited you may need to simply relocate the position to gain better leverage on handle movement or change its properties. There is no hard and fast rule how to create vector shapes just work on the visual presentation and the rest will work itself out.

Format

Format

The **Artwork Vector** Tab **- Format** section of the ribbon allows you to add, remove, or change the color of the border or padding of figures created in the work area. You can choose to create a section filled, outline, or both. From the same box you can change the thickness of the border. This utility is useful for cases where it must operate on several figures that are one above the other.

Observe the left picture, it has predefined color figures. In the right figure you can see that the color of each figure has been modified improving the visualization of the elements.



Setting / Editing Colors from the Color Palette

The color bar or color palette may be used to set or change the border and fill color of vector shapes.

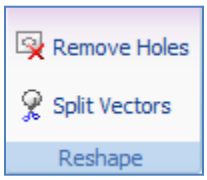
Set colors before creating vector shape.

- **Left mouse click** on any color within the color bar to select the **Fill Color** before creating a vector shape.
- **Right mouse click** on any color within the color bar to select the **Border Color** before creating a vector shape.

Edit colors of a selected vector shape:

- **Left mouse click** on any color within the color bar to apply **Fill Color** changes to the selection.
- **Right mouse click** on any color within the color bar to apply **Border Color** changes to the selection.

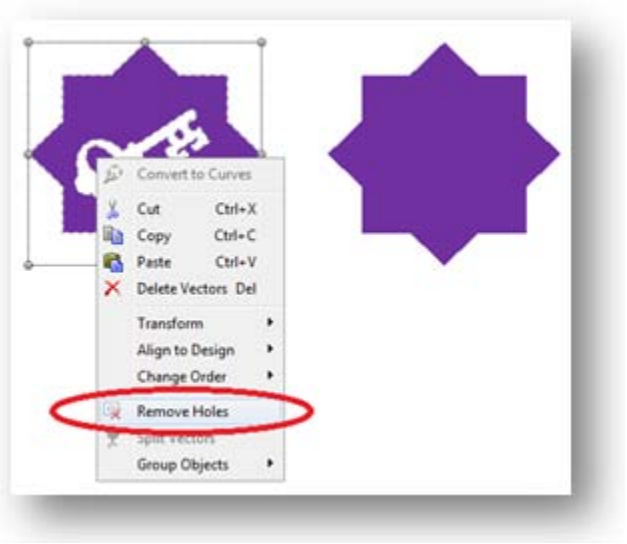
Reshape



Remove Holes

Automatically deletes the holes of the selected vector object.

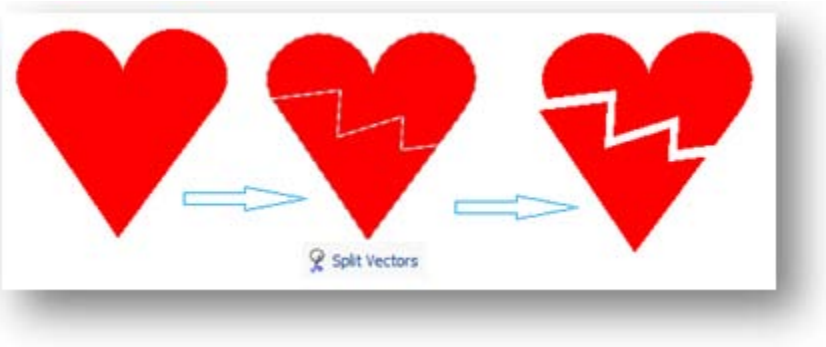
This tool is also available from the context menu,



Split Vectors

This tool allows you to split a vector object using an arbitrary line defined by a sequence of nodes. Once the splitting line is defined, press the **Enter** key, to execute the operation.

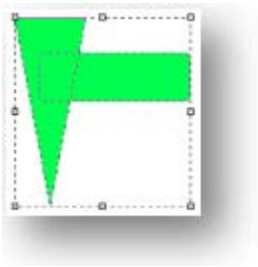
This tool is also available from the context menu.



Combine

Combine Vectors

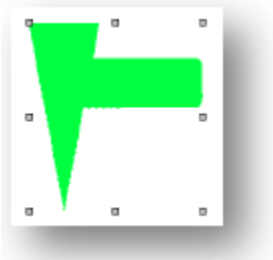
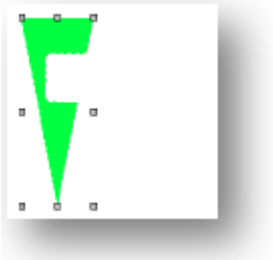
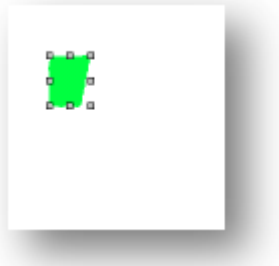
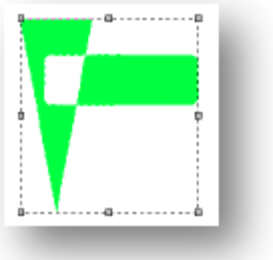
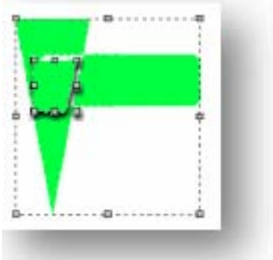
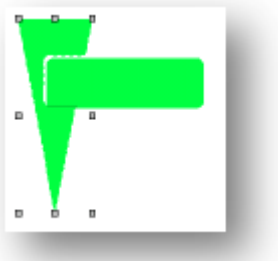
These tools will take two or more vectors and produce a new one that is the result of the applied operation. Most of these operations require that the initial vectors are partially or totally overlapped. The available operations and an example of the resulting object are listed below This will be important for some situations where the vector order produce different results.



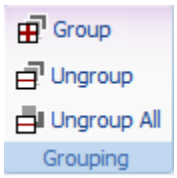
Start with Overlapping Vector Shapes

Example

Results of each menu selection being applied to the same example.

Addition	Subtraction	Intersection
		
Exclusion	**Trim**	**Simplify**
		

Grouping



Group / Ungroup / Ungroup All

It is possible to take two or more vector-based shapes and **Group** them as a unit. It will then be possible to move them, apply the same transformations in shape and other changes to all the figures in the group at the same time.

It is also possible to merge other groups already created, thus creating nested groups.

Create a Group

- Select two or more image shapes to activate the **Group icon**
- From the **Ribbon** or from the **context menu** click on the **Group icon** to complete.

To Ungroup

- Select the group and then choose the option **Ungroup** this will separate all the shapes that had been combined into the group.

Please note that if the there are nested groups these are considered levels and each click of **ungroup** will release a level at a time. Check the ungroup status by selecting the shapes again if the ungroup icon is active that level will need to be ungrouped as well.

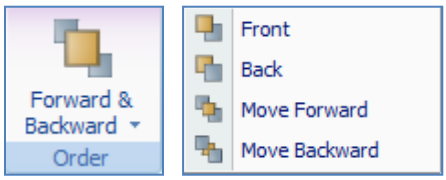
To Ungroup All

This option is very important whenever you insert **.wmf** or **.emf** images, since these **Image Vectors** are nested groups in order to edit any of these figures, you must first apply this function.

- Select the nested group, the entire image will be selected
- Click on the **Ungroup All** from the **Ribbon** or **context menu**.

After applying **Ungroup All** you will be able to **move/edit/scale** each shape within the image.

Order



Forward / Backward

When working with multiple vector objects will often find that an object is covering up another. When editing vector figures you can change the order of vector shapes. This is because the shapes are stacked in the order they were created, this may cause an **ungrouped image** to now look out of order.

Bring to Front: ends the selected element to the front, before the rest of the objects, placing it in the forefront.

Send to Back: It places the selected object behind the rest of the objects.

Bring Forward: The figure selected moves one level forward.

Send Backward: The figure selected moves one level backwards.